

# Children & Families Commission of Fresno County

## GENERAL MINI-GRANT PROGRAM APPLICATION PACKET

January 2002 - December 2002



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## TIMELINE

### First Round

Activities	Responsible Party	Date
1. Release of Application Packet	Commission Staff	January 28, 2002
2. Application Due Dates	Applicant	March 29, 2002 June 28, 2002 September 27, 2002 December 20, 2002
3. Application Review	Commission Staff	Application review will take place the month following application submittal
4. Applications Submitted to the Commission for Approval	Commission	Applications will be submitted to the Commission at the second Commission meeting following application submittal

## I. INTRODUCTION AND OVERVIEW

### A. Background

On November 12, 1998, California voters passed Proposition 10, the "California Children and Families First Act of 1998." The Act provided for a 50 cent per pack tax on cigarettes. The monies collected are to be used to fund anti-smoking and early childhood education programs, including parent education, health and childcare programs that promote early childhood development from prenatal through age five. County Commissions are established by each County's governing board. Commissions are then responsible for adopting a strategic plan prior to the allocation of any funding. The Strategic Plan, *Putting Children First*, was based on the law and was originally adopted by the Fresno County Children and Families Commission on June 21, 2000 and was recently revised in October of 2001.

The Strategic Plan provides the backdrop for all funding decisions that will be made by the Commission. It identifies the four goal areas for the Commission, as well as key strategies, values, and guiding principles that the Commission has identified as necessary to successfully achieve these goals.

The following summarizes the Commission's Vision, Mission and Goals as adopted in the Strategic Plan. It is strongly recommended that all applicants read the Strategic Plan thoroughly prior to submitting an application (all page numbers refer to the Strategic Plan).

<b>VISION (page 2)</b>	All children in Fresno County thrive in a nurturing and stable environment that is supportive of families and have the resources and health necessary for learning, to be prepared for school entry, and to become positive, contributing members of society.
<b>MISSION (page 2)</b>	The Children and Families Commission of Fresno County will establish integrated quality resources in which ALL families can easily access useful early childhood and family support services.
<b>GOALS (page 5)</b>	I. Family Functioning: Strong families II. Child Development: Child learning and ready for school III. Child Health: Children are healthy IV. Service Integration: Integrated, accessible and culturally appropriate services

### B. Purpose of Mini-Grant Program

The Children and Families Commission of Fresno County is pleased to announce the availability of funding for its Mini-Grant Program. The purpose of the Mini-Grant Program is to support community-based projects, including capacity building activities, which promote the development and support of young children and their families in Fresno County. The Mini-Grant Program is designed to help implement the goals and objectives detailed in the Commission's Strategic Plan.

The Mini-Grant Program will provide small, one-time grants of up to \$5,000, depending upon the scope of the proposed project. The program will be funded out of a total pool of \$200,000.

All funds allocated under the Mini-Grants Program must be targeted toward Fresno County children ages 0 – 5 and their families and be in accordance with the Strategic Plan.

Funding is not intended for on-going programs and activities, but for one-time only support. Agencies/service providers may apply for as many mini-grants as they wish; however, no single agency or service provider may receive more than \$5,000 in total funding from the Mini-Grant Program in any one fiscal year.

Examples of potential mini-grants include, but are not limited to:

- Purchase of equipment or curriculum materials to enhance early childhood development
- Purchase of medical supplies
- Development of training(s) for groups of individuals and/or individual enrollment in appropriate training opportunities to increase the quality of care provided to children zero to five
- Technical assistance/workshops
- Community fairs and neighborhood outreach to increase access of resources available to young children and their families
- Development of cross-system policies and procedures to improve service delivery

**Mini-grant funds may NOT be used to fund personnel.**

## **II. GENERAL INFORMATION**

### **A. Funding Eligibility Criteria**

The Commission will fund programs and services proposed by non-profit, governmental, and for-profit entities and agencies, including school districts, local service agencies, neighborhood and community-based agencies, faith-based and civic organizations. **Child care providers MAY NOT apply for a mini-grant under this Mini-Grant Program, they MUST apply under the Child Care Mini-Grant Program Application.**

### **B. Contact Information**

All questions concerning the Mini-Grant Program are to be directed to the official contact person:

Kendra Rogers, Program Operations Coordinator  
Children and Families Commission of Fresno County  
550 E. Shaw, Suite 215  
Fresno, CA 93710

Phone: (559) 241-6515      Fax: (559) 241-6510      Email: [krogers@cfcfresno.org](mailto:krogers@cfcfresno.org)

### C. Application Submission Instructions

1. Use the attached Mini-Grant Application form as the cover sheet of your application.
2. Applications can be mailed or hand delivered; but regardless of the postmark date, **MUST** be received by the Commission before **4:00 p.m.** on the date the application is due. Applications will be accepted in three month cycles (see Timeline for exact due dates.) Applications, regardless of postmark or circumstance, received after the application submission deadline, will not be considered. If you miss a deadline, your application will be considered for the next three month cycle. Emailed or faxed proposals will not be accepted.
3. A complete application consists of:
  - Application Cover Sheet (Attachment I)
  - Project Narrative not to exceed 3 pages (Attachment II)
  - Project Budget (Attachment III)
  - Disclosure Statement (Attachment IV)
4. Submit an original and nine copies of the application to:

Children & Families Commission of Fresno County  
550 E. Shaw, Suite 215  
Fresno, CA 93710

### D. Award of Contract

The Commission staff will review applications and funding recommendations will be presented to the Commission for final selection at a regular Commission meeting.

#### **Applications will be reviewed based on the following:**

- Need for project
- Relevance to Commission's objectives
- Project description
- Impact of project
- Cost effectiveness of project

#### **Priority will be given to:**

- Applicants providing services in the rural areas
- First-time applicants
- Applicants serving culturally and linguistically diverse children
- Applicants serving children with special needs

Applications may be recommended for full or partial funding. Applicants will be notified within 5 days after the Commission makes a decision. All funded applicants will be required to participate in the Commission's evaluation program.

## **E. Rejection of Applications**

The Commission reserves the right to reject any and all applications and to waive informalities or irregularities.

## **F. Appeals Process**

The Commission is the sole and final authority regarding the approval or disapproval of applications and the conditions under which they are funded. The Commission **will not** hear appeals for the Mini-Grant Program.

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Application Cover Sheet

Amount Requested: \_\_\_\_\_

Agency Information

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Short Project Description:

Number of Children ages 0-5 benefiting from project: \_\_\_\_\_

Please attach the following items:

1. Project Narrative – Not to exceed 3 pages (Attachment II)
2. Project Budget using the attached budget form (Attachment III)
3. A signed copy of the Disclosure Statement (Attachment IV)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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**Project Narrative**

Please answer all of the questions as clear and concise as possible. The narrative should **not** exceed **three (3) pages**.

1. Provide a BRIEF description of your organization.
2. If your application is successful, what would funds received under this mini-grant be used for?
3. Identify the goal(s) from the Commission's Strategic Plan that this application is targeting.
4. Describe your target population(s) (age, geographic area, ethnicity, language, etc.). Be sure to include the number of individuals to be served by this project.
5. What is the overall goal(s) of this mini-grant? What changes do you expect to see as a result of this project?
6. Provide an overview of the proposed project's relationship to the other services your organization provides.

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**Project Budget**

Please use this form to categorize and itemize your project's budget. Use only the budget categories needed for your project. Be sure to include a justification for each line item.

<b>Category</b>	<b>Justification</b>	<b>Total</b>
Project Supplies (please itemize) 1. 2. 3. 4.		
Consumable Materials (i.e. workbooks, etc.) 1. 2. 3. 4.		
Trainings/Conferences 1. 2. 3. 4.		
Capital Purchase (i.e. playground equipment, etc.) 1. 2. 3. 4.		
Other (please specify) 1. 2. 3. 4.		
<b>Total</b>		

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Disclosure Statement

I, \_\_\_\_\_, of \_\_\_\_\_, hereby state that  
Name Name of Agency  
the funds being requested in this proposal do not supplant any existing revenue sources  
and that the answers given below are true and correct.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

In addition, please check yes or no on the following questions. If a yes answer is checked, please explain fully the circumstances and include discussion of the potential impact on the program if funded. As part of the application selection process, the Commission, at its own discretion, may implement procedures to validate the responses made below. The Commission reserves the right to reject all or part of the application if false or incorrect information is submitted by the applicant.

A "yes" answer WILL NOT automatically exclude your application from the review process.

	YES	NO
1. Has the director, CEO, or president of your agency been involved in litigation related to the administration and operation of a program or organization that may have a potential impact on the proposed program if funded?		
2. Have any board members or key staff members been convicted of a felony or misdemeanor?		
3. Have there been unfavorable rulings by a funding source against your agency for improper management or contract compliance deficiencies?		
4. Has your agency or agency director, CEO, or president ever had funds withheld?		